



Applies to: Student employees, including graduate associates, and units employing student employees

Responsible Office

Office of Human Resources

POLICY

Issued: 10/01/1973
 Revised: 06/26/2023 (minor revision)
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The basis for student employment is to provide university students with financial support in pursuit of their academic goals, provide opportunities for them to gain job experience, and to help meet the needs of the university. The job duties and responsibilities of **student employees** vary greatly and may or may not be related to their field of study.

Purpose of the Policy

To provide guidance on the employment processes and procedures for student employees.

Definitions

Term	Definition
Academic term	The time during which the university holds classes, which includes autumn and spring semesters and the summer term.
Common start date	A starting date for employment, which aligns with the start of the bi-weekly pay period. (The schedule may be adjusted during high volume times, and additional dates may be added as necessary, for example, at the start of autumn semester.)
Enrolled	For purposes of this policy, an individual is considered enrolled during the following periods: <ol style="list-style-type: none"> 1. The period between two successive academic terms if the individual is enrolled in those two academic terms. 2. One "off" academic term per academic year in which the individual is not enrolled. 3. For individuals who graduate autumn semester or summer term, the period beginning with graduation and ending on the last day of final examinations for the academic session following that graduation. 4. For individuals who graduate spring semester, the period beginning with graduation and ending on the last day of final examinations for the summer term following that graduation. 5. For individuals who withdraw from enrollment, the period beginning with the individual's withdrawal and ending on the last day of final examinations of the academic session following such withdrawal. These enrollment rules do not apply to graduate associates. See the Graduate School Handbook for more information.
Full-time equivalency (FTE)	An employee's assigned hours per work week divided by 40, and then multiplied by 100. For example, an employee assigned 30 hours per work week has a 75% FTE (30 divided by 40 equals .75, multiplied by 100 equals 75%).
International student	A student who is not a U.S. citizen or immigrant (immigrants include permanent residents, refugees, and political asylees).
Non-Ohio State student employee	An individual who meets all of the following requirements: <ol style="list-style-type: none"> 1. Enrolled at a university other than Ohio State on a full-time or part-time basis and provides proof of such enrollment; 2. Associated with the non-Ohio State university primarily in the pursuit of an academic degree; and 3. Working in a position designated as student employment at Ohio State.
Session	A seven-week subset of autumn or spring semester, which includes the final exam period for the particular session.
Student employee	An individual who meets all of the following requirements: <ol style="list-style-type: none"> 1. Enrolled at the university on a full-time or part-time basis; 2. Associated with the university primarily in the pursuit of an academic degree; and 3. Working in a position designated as student employment.
Unit	College or administrative unit.



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Policy Details

- I. Recruitment and Selection
 - A. **Common start dates** will be utilized to hire student employees.
 - B. Each **unit** has responsibility for hiring and managing student employees.
 - C. Students who meet federal work-study program eligibility requirements may be referred for employment opportunities from the Student Financial Aid office, which oversees the work-study program.
 - D. Employment eligibility ([Form I-9](#)) must be verified for all student employees.
 - E. Student employees must undergo background checks in accordance with the [Background Check 4.15 policy](#).
- II. Terms of Employment
 - A. A student employee's primary relationship with the university is the completion of coursework and classes. Student employees have more flexibility with their units to schedule their work hours around their scheduled class times and coursework than staff employees.
 - B. Staff members who wish to take university classes during their regularly scheduled work hours must receive approval from their manager to do so and must comply with the requirements of the [Flexible Work 6.12 policy](#). A staff employee may enroll in university courses on a full or part-time basis and will retain their staff position type.
 - C. A student employee may apply for a staff position. If selected for a staff position, their position type will become a staff position.
 1. Prior to accepting a staff position, student employees should evaluate the implications of becoming a staff, rather than student, employee. For example, students may lose their eligibility for scholarships, grants, and tax exemptions, as well as become subject to retirement benefit contribution requirements.
 2. If a student employee accepts a staff position, their primary relationship with the university is performing the duties and responsibilities associated with the staff position.
 - a. Staff employees who seek to take a university course during regularly scheduled hours must submit a [Request for Course Enrollment During Regularly Scheduled Work Hours](#) form prior to registering for the course, and their manager must approve the request before the staff employee can register for the course(s).
 - b. Scheduled class time and course work should not interfere with performance of their job duties and responsibilities. See the [Flexible Work 6.12 policy](#).
 - D. A student employee cannot hold a staff position at the same time as holding a student employment position. See the [Staff Recruitment and Selection 4.10 policy](#).
 - E. Graduate associates are paid a monthly stipend and are subject to the terms of their appointments, as well as the policies and eligibility guidelines administered and monitored by the Graduate School. See the [Graduate School Handbook](#) for more information.
 - F. Employment of **international students** is subject to federal regulations and special restrictions may apply. Contact the Office of International Affairs for information relating to the employment of international students.
 - G. **Full-time equivalency (FTE)** and hours
 1. Student employees are hired on a temporary, part-time basis.
 2. Student employees may hold multiple student positions. The positions must be the same Fair Labor Standards Act status (i.e., exempt or nonexempt) and must not total more than 70% FTE. Graduate associates cannot hold any position other than a graduate associate; they can hold multiple graduate associate positions up to 75% FTE.
 3. Student employees are restricted to working 28 hours per week during **academic terms** in which they are enrolled and 38 hours per week during their off academic terms and official school breaks.
 4. International student employees may only hold positions up to 50% FTE and may only work up to 20 hours per week, except during official school breaks or their authorized annual vacation period. Contact the Office of International Affairs for more information.



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5. If a nonexempt student employee works more than 40 hours in a work week, the employee is eligible for overtime at a rate of 1.5 times the employee's regular hourly rate for hours worked over 40.
 6. Student employees are ineligible for differential pay. See the [Scheduling Work and Overtime 6.10 policy](#) for the definition of differential pay.
 - H. A student position cannot be changed to a staff or faculty position without following the applicable procedures for the creation of and hiring for a staff or faculty position. See the [Staff Compensation 3.10 policy](#) and [Staff Recruitment and Selection 4.10 policy](#).
 - I. Absent the availability of qualified Ohio State students, the employment of non-Ohio State students in **non-Ohio State student employee** positions is permitted using the "non OSU student assistant" title.
 - J. State of Ohio employment laws applicable to minors must be followed when hiring individuals under 18 years of age.
 - K. Time Off
 1. Student employees do not accrue paid time off or leave of any type.
 2. Arrangements for time off without pay are negotiated and approved within the unit, including time off during academic break periods. Academic break periods are a function of the academic calendar and do not relate to student employee work assignments.
 3. Graduate associates may be eligible for short- or long-term leaves of absence. See the [Graduate School Handbook](#) for more information.
 - L. Holidays
 1. Student employees are not eligible for holiday benefit pay.
 2. In university offices where services are maintained on holidays and students are scheduled to work, the rate of pay is at the regular hourly rate.
 3. University holidays are listed in the [Holidays 6.20 policy](#).
 - M. Jury duty
 1. Time used by a student employee in the performance of jury duty or when summoned as a witness must be treated as an excused absence without pay.
 - N. Military duty
 1. A student employee who is a member of any reserve component of the United States Armed Forces and who is voluntarily or involuntarily ordered to extended U.S. military service must be granted time off without pay.
- III. Resolution of Workplace Complaints
- A. Complaints involving discrimination, harassment, or sexual misconduct must be reported to the Office of Institutional Equity pursuant to the [Non-Discrimination, Harassment, and Sexual Misconduct policy](#) and the [Equal Employment Opportunity policy](#).
 - B. For workplace complaints that do not involve discrimination, harassment, or sexual misconduct, student employees may contact Employee and Labor Relations with their concerns or use the university's Anonymous Reporting Line at 866-294-9350 or ohio-state.ethicspoint.com.
 - C. For workplace concerns that do not involve possible violations of university policy, student employees are encouraged to first seek resolution with their manager.
 - D. Student employees are obligated to comply with all procedures set forth in the [Code of Student Conduct](#).
- IV. Discipline and Termination
- A. Student employees who resign or are terminated must be compensated for work they performed prior to their resignation or termination.
 - B. Student employees are at will and serve at the discretion of the unit. Student employees may be terminated at any time, and may end their employment with the university at any time.
 - C. A student employee terminated for misconduct may be designated as ineligible for rehire with the university.
 - D. Termination of graduate associates prior to the end of their appointment period must be approved by the Graduate School.



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PROCEDURE

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I. Terms of Employment

- A. Managers and their student employees must ensure that student employees adhere to work hours restrictions across all of the student employee’s university positions, and managers should collaborate with other managers as necessary.
- B. Managers must address student employees’ workplace complaints, disputes, or concerns, in a timely manner. Managers may consult with Employee and Labor Relations and/or their unit’s human resources business partner (HRBP) or human resources consultant (HRC) to determine potential resolution options.
- C. Student employees must notify their manager or follow unit procedures each day when unable to work.
- D. Student employees should provide advance written or verbal notice to their manager when they are called for impending military training or active duty.
- E. Student employees who complete military training or are discharged under honorable conditions and re-register as students at the university must be returned to their former positions, or similar positions, in a timely manner, based on the availability of student positions.
- F. Student employees must self-disclose any criminal convictions they receive during their employment in student positions. Refer to the [Self-Disclosure of Criminal Convictions 4.17 policy](#) for more information.

II. Discipline and Termination

- A. Student employees are expected to provide a two-week advance notice of resignation from their position(s).
- B. When a student employee is being terminated from their position for reasons other than the student employee’s performance or conduct, the unit should provide them with a two-week advance notice of termination.
- C. A student employee who has performance issues, has engaged in misconduct, or is found in violation of university rules or policies may be terminated immediately without advance notice.
- D. The Office of Human Resources will conduct periodic reviews of student employee records to identify employees in student positions who have not been paid for 130 days and who are not on an approved leave. The Office of Human Resources will terminate these student employees.

Responsibilities

Position or Office	Responsibilities
Graduate School	Approve termination of graduate associates prior to end of their appointment period.
Office of Human Resources	Conduct periodic review of student employee records to identify any employees in student positions who have not been paid for 130 days and are not on an approved leave and move through the termination process.
Student employees	<ol style="list-style-type: none"> 1. Follow terms of employment, including that the position(s) must not total more than 70% FTE. 2. Work no more than 28 hours per week during enrolled academic terms and 38 hours per week during once yearly “off” academic term and official school breaks across all positions at Ohio State. 3. Notify manager or follow unit procedures each day when unable to work. 4. Provide advance written or verbal notice of impending military training or active duty to manager. 5. Self-disclose post-employment criminal convictions, according to Self-Disclosure of Criminal Convictions 4.17 policy. 6. Report complaints involving discrimination, harassment, or sexual misconduct to Office of Institutional Equity. 7. For workplace complaints that do not involve discrimination, harassment, or sexual misconduct, student employees may contact Employee and Labor Relations with concerns or use university’s Anonymous Reporting Line at 866-294-9350 or ohio-state.ethicspoint.com. 8. For workplace concerns that do not involve possible violations of university policy, when feasible, make an initial attempt to resolve the concerns with manager.



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Position or Office	Responsibilities
	<ol style="list-style-type: none"> 9. Comply with Code of Student Conduct. 10. Provide two-week advance notice of resignation when applicable.
Manager	<ol style="list-style-type: none"> 1. Monitor and ensure that student employees adhere to work hours restrictions across all of their positions, collaborating with other units as necessary. 2. Address workplace complaints, disputes, or concerns raised by student employees in a timely manner. 3. Consult with employee and labor relations and/or appropriate HRBP or HRC about potential resolution options as needed.
Unit	<ol style="list-style-type: none"> 1. Recruit, select, and manage student employees. 2. Provide student employee with two-week advance notice of termination from position when reason for termination is not related to student employee's performance or conduct.

Resources

Forms

- Employment Eligibility Verification (Form I-9), hr.osu.edu/services/formi9-everify
- Office of Human Resources forms, hr.osu.edu/policies-forms
- Office of Institutional Equity Reporting Form, go.osu.edu/oiereport
- Statement Concerning Your Employment in a Job Not Covered by Social Security, ssa.gov/forms/ssa-1945.pdf
- STRS Exemption from Contributions for Student Employees, strsoh.org/employer/_pdfs/forms/colleges/50-110.pdf
- GTA STRS Retirement Election Form, hr.osu.edu/wp-content/uploads/form-strs-gta-election.pdf

University Policies, policies.osu.edu

- Background Check 4.15, hr.osu.edu/policy/policy415.pdf
- Equal Employment Opportunity policy, go.osu.edu/eo-policy
- Flexible Work 6.12, hr.osu.edu/policy/policy612.pdf
- Holidays 6.20, hr.osu.edu/policy/policy620.pdf
- Non-Discrimination, Harassment, and Sexual Misconduct, go.osu.edu/non-discrimination-policy
- Self-Disclosure of Criminal Convictions 4.17, hr.osu.edu/policy/policy417.pdf
- Staff Compensation 3.10, hr.osu.edu/policy/policy310.pdf
- Staff Recruitment and Selection 4.10, hr.osu.edu/policy/policy410.pdf

Additional Guidance

- Anonymous reports of discrimination, harassment or sexual misconduct, ohio-state.ethicspoint.com
- Code of Student Conduct, trustees.osu.edu/bylaws-and-rules/code
- Frequently Asked Questions: Student Employment, hr.osu.edu/public/documents/policy/resources/1010faq.pdf
- Graduate Associate Appointment Document, gradsch.osu.edu/faculty-and-staff/graduate-associate-appointments
- Graduate School Handbook, gradsch.osu.edu/graduate-school-handbook-gsh
- Ohio Public Employees Retirement System (OPERS), opers.org
- Ohio Public Employees Retirement System (OPERS) Changes to the Student Exemption Process, opers.org/pubs-archive/employers/notices/2021/2021-01-26-Employer-Notice-Changes-to-the-Student-Exemption-Process.pdf
- Ohio Revised Code, Employment of Minors, codes.ohio.gov/ohio-revised-code/chapter-4109
- State Teachers Retirement System of Ohio (STRS), strsoh.org



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Contacts

Subject	Office	Telephone	E-mail/URL
Benefits	HR Connection	614-247-myHR (6947)	HRConnection@osu.edu
Compensation	HR Connection	614-247-myHR (6947)	HRConnection@osu.edu
Discrimination, harassment or sexual misconduct	Civil Rights Compliance Office	614-247-5838	civilrights@osu.edu civilrights.osu.edu
GA employment	Graduate School	614-292-6031	gradsch.osu.edu/current-students/funding
International student employment	Office of International Affairs	614-292-6101	oia@osu.edu oia.osu.edu
Payroll taxes	HR Connection	614-247-myHR(6947)	HRConnection@osu.edu
Policy questions	HR Connection	614-247-myHR (6947)	HRConnection@osu.edu
Federal Work-study, student employment opportunities	Student Financial Aid	614-292-0300 800-678-6440	sfa-jobs@osu.edu sfa.osu.edu/jobs

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